University of Phoenix Material

Preliminary Project Charter Worksheet

**Complete** this project charter worksheet according to the instructions in section 4.1 of*A Guide to the Project Management Body of Knowledge*.

Completed by: Learning Team 2

Date: August 26, 2019

* 1. Project title: New Management Training Curriculum
	2. High-level project scope ( fewer than 50 words)

To implement a new training program for employees and managers, to evaluate leadership skills and provide individuals with the knowledge requiredforpromotion and success as managers within the firm. A web-based tool will accompany the training program to assess employee skills.

* 1. Problem to be solved or opportunity to be realized by this project (fewer than 25 words)

Training provides employees with guidance on how to become a manager and advance within the firm.

* 1. Project purpose or justification including specific measurable business impacts or results (fewer than 50 words)

The purpose of this training is to provide the staff (including management) with the tools to better manage their day to day responsibilities. Thereby saving time and money, lowering overtime costs for the company and providing better service to the customer base.

* 1. Measurable project objectives and related success criteria including metrics (Provide three to four objectives with metrics)

Employees must be armed with special assessment tools that enable them effectively work in the organization. Simulations and work samples enable employees understand the task at hand effectively give their best. Problem solving skills encompassed with structured and unstructured interviews will give a credibility check on all employees to make them concentrate on giving their best. Managers and supervisors will have to be positive in the workplace. Building good communication among their inferiors will ensure a positive rapport develops between them which will improve the efficiency of the company (Okes, 2013). Problem solving when issues arise should be handled with uttermost care from the superiors. This will build trust between them and the employees. On the other hand, employees must build a team player technique which will enable them earn promotion. Moreover, an employer needs to make themselves indispensable and more reliable.

Reference

Okes, D. (2013). *Performance metrics: The levers for process management*

* 1. High-level requirements (fewer than 100 words)

There are several high-level requirements that need to be fulfilled in order to have a successful project. First, a training curriculum needs to be selected and completed by upper-level management. Then there needs to be a web-based tool with the training curriculum developed. Next, there needs to be training on the tool and employees take an assessment on their management skills with feedback. And a schedule developed for everyone to complete the training.

* 1. High-level risks (fewer than 100 words)

There are a few high-level risks when it comes to implementing training plans. Needing policies to train employees and managers alike is tricky because we also need to evaluate leadership and higher-level executives. The major risks here are the employees not grasping the new trainings and policies and procedures.

* 1. Summary of high-level milestones schedule (identify the major deliverables and subtasks)

|  |  |  |  |
| --- | --- | --- | --- |
| Tasks | Milestones | Deliverables  | Subtasks  |
| Project Planning  | Training departments to design written manuals  |  |  |
| Development / Design | Create integrated web version of training manual  | By gathering employees’ personal ideas on the development/design of this program will allow us to create a user-friendly training manual | * Employees to create a simple training guide
* Use each training guide to create a master training guide
 |
| Installation  | Employee training |  |  |
| Testing  | Gather peoples’ assessment of their management skills test  | As a result of the assessment being provided – the people taking the test will provide feedback that will allow us to improve our software. | * Taking test
* Results
* Use results as a guide to design new software
 |

* 1. Summary of high-level budget including expense dollars, capital dollars, and headcount (identify costs for major deliverables and tasks identified in the preceding milestone schedule)

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverables | Finish Date | Cost | Resources |
| Identify required skills for employee promotion to first level and second-level manager/supervisor | 9/12/2019 | $4,800 | Project Manager, Training Manager |
| Final approval of curriculum topics from manager’s proposed ideas and employee’s training needs | 9/6/2019 | $2,400 | Project Manager, Training Manager |
| Training department to design written manual | 10/3/2019 | $30,000 | Project Manager, Training Manager |
| Create integrated web version of training manual and attach leadership skills and employee assessment scores to each level of management training. | 10/17/2019 | $32,000 | Project Manager, IT Manager, Web Engineer |
| Employee training | 11/8/2019 | $10,000 | Project Manager, Training Manager |
| Conduct project test | 9/11/2019 | $44,000 | Project Manager, IT Manager, Test Employee |